

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

April 14, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-45

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Annual SCCC Notification - Request for Coordinators

The 2015 State Combined Charitable Campaign (SCCC) was a great success. Employee pledges, combined with funds raised from special events, generated an estimated \$236,000.00 for the 2015 SCCC. Sixty-seven charities will receive donations through the statewide campaign during the 2016 calendar year.

In preparation for the 2016 Fall Campaign, Commissioner of Administration Jay Dardenne recently sent a letter to all LaGov HCM paid agency department heads requesting their assistance in appointing a SCCC Coordinator(s). The Office of State Uniform Payroll (OSUP) and the Louisiana Association of United Ways (LAUW) are requesting agency HR directors to assist their department heads with this task. The [OSUP/F98](#) form should be completed for each personnel area. This form can be found on the [Forms](#) page of the OSUP website. Completed forms should be faxed to OSUP at (225) 342-1650 by April 29, 2016.

The duties of Campaign Coordinators include attending coordinator training, securing campaign materials, preparing and sending communications as required to support the SCCC at his/her location, arranging for a presentation to employees, turning in pledge forms and total contribution amounts to the agency's payroll office and LAUW, maintaining confidentiality of pledge information, and completing the campaign evaluation form.

Refer to [LAC 4:III.Chapter 11](#) (pages 24-28) for more information on the SCCC. Questions should be directed to a member of the OSUP Benefits and Financial Administration Unit by email at the following address: _DOA-OSUP-BFA@la.gov or by phone at (225):

Brandy Boyd	342-5354	Kenya Warren	342-5357
Jodi Bullock	342-5345	Desiree Jefferson	342-5377
Jessamye Charette	342-5344		

APH:BPB/par